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**SECURITY INFORMATION**

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DRAFT:LTS:laq  
13 Dec 51

MEMORANDUM FOR: Administrative Office Heads

SUBJECT : Implementation of Projects.

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1. Instrumentalities for the development, processing, and approval of projects requiring administrative support are:
  - a. The approved Agency budget for the current fiscal year.
  - b. The Covert Coordinating Committee.
  - c. The Project Review Committee.
  - d. Separate action within authority delegated to a Deputy Director.
  - e. Separate action within authority delegated to an Assistant Director.
2. For each project it is contemplated that the appropriate Administrative Offices will be called upon to assist in developing, prior to project approval, an adequate support plan within the capabilities and means available for support purposes. Proper official approval of a project which includes an adequate and agreed upon support plan constitutes automatic authority to Administrative Office Heads to proceed with implementing action.
3. a. Projects may at times be approved:
  - (1) Tentatively on a policy basis for further staff action and resubmission for final approval.
  - (2) Without the development and prior presentation of a detailed support plan.

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b. Under circumstances indicated in 3. a. (1) above, Administrative Office Heads have no authority for implementing action other than to assist in the staff development of a support plan for further approval.

c. Under circumstances indicated in 3. a. (2) above, responsible Administrative Office Heads should immediately initiate the development of adequate support plans within their capabilities and obtain prior approval for implementation from the DD/A or his designated Assistant as each step of the plan is completed.

4. It is expected that each Administrative Office Head will use continued good judgment in keeping the DD/A informed of progress and in obtaining prior concurrence of the DD/A or his designated Assistant in connection with any matter, including action under paragraph 2. above which should obviously require senior clearance.

WALTER REID WOLF  
Deputy Director  
(Administration)

cc: Each Assistant Director

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